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01564-70

21 May 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II #8-70

Student Body

1. Thirteen students attended the course, all but three of whom were CSCTs. They ranged in grade from GS-05 through GS-11 (average, GS-08) and in length of service from one year through nine years (average, 2.3 years). There were four cancellations before the course began.

Course Presentation and Content

2. There were no changes in either curriculum or content. However, with the assistance of SB/Bio, we have added to some of the material in the practical exercise to bring it more in line with SB resources and procedures.

Speakers

25X1A

3. All speakers were our regular representatives. [REDACTED] for the second time, took over the section on biographic research in Central Reference Service, basing his talk on his interim assignment there.

Critiques

4. These were mixed, but favorable on the whole. None of the suggestions put forward, however, is feasible. For example, a guided tour of all the offices, "to see how they actually work", is something which the student will have to do himself after arriving at his assigned desk.

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Chief Instructor's Comments

5. The attitude of the class seems to have changed for the better since they took CS Records 1 last October. They were attentive and cooperative, asked intelligent questions, and generally showed that they were anxious to put their instruction to work.

25X1A

6. I was called away after the third day by a death in the family. I would like to express my appreciation to [REDACTED] who took over and completed the course.

25X1A



Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

Distribution

Original - DTR  
1 - DDP/TRO  
2 - OS/ST

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